United Nations ST IC 2010 8

Secretariat

25 January 2010

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2010 competitive examination for Russian-language translators/précis-writers**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the 2010 competitive examination for Russian-language translators/précis-writers in accordance with the provisions of administrative instructions ST/AI/1998/7 and ST/AI/2000/1, as amended by administrative instruction ST/AI/2003/1.

2. The competitive examination for Russian-language translators précis-writers will tentatively be held on **21 April 2010** in New York, Geneva, Moscow and other locations, according to the number and location of qualified applicants invited to take the examination. The purpose of the examination is to establish a roster from which present and future vacancies for Russian-language translators précis-writers will be filled. When vacancies arise in a service, successful applicants will be recruited from the roster, subject to the requirements of the service in terms of subject-matter expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements and to qualified external applicants. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered external applicants for the purpose of this examination. Successful candidates will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies for Russian-language posts as they arise in the translation services sections units in New York, Vienna, Geneva, Nairobi or Bangkok. Assignments are subject to rotation (mobility) and successful candidates may thereafter be called upon to serve at other duty stations in Africa, Asia, Europe or at Headquarters, according to the needs of the Organization. Successful candidates are expected to serve **a minimum of five years** in language

* Expiration date of the present information circular: 31 December 2010.

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posts. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 12 to 15 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Russian as their main language;[1]

(b) Have a perfect command of Russian and an excellent knowledge of English and at least one of the other official languages of the United Nations (Arabic, Chinese, French or Spanish). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that applicants' claims to knowledge of official languages be supported by relevant documentation in their official status file. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Applicants who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For that purpose, staff members should give a clear explanation on the P.11 or personal history profile (PHP) form of how they acquired their claimed knowledge of the languages;

(c) Hold at least a three-year, first-level degree from a university or institution of equivalent status at which Russian is the language of instruction or hold a university degree from a school of translation at which Russian is the language of instruction. On an exceptional basis, the Board of Examiners may authorize applicants whose degree has been obtained in an educational establishment where Russian is not the language of instruction to sit for the examination if there is sufficient evidence in the candidate's official status file, P.11 or PHP form of the required perfect command of the Russian language;

(d) Have knowledge of word-processing programmes.

5. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on a fixed-term appointment and who will have reached age 56 by the deadline for submission of applications, **5 March 2010**, will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on fixed-term appointments.

6. The requirement for a degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) above may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary education qualifications from a university or institution of equivalent status and adequate secondary education qualifications from an establishment at which the principal language of instruction is Russian, in addition to five years of continuous service with the Secretariat by 31 December 1989.

7. All applicants should submit with their application a one-page essay in Russian, explaining the reasons for their interest in taking this examination. All applications will be reviewed by the Board of Examiners. In instances where a large

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Russian as their main language must be supported by relevant documentation in their official status file.

number of applications are received, the Board reserves the right to admit to the examination only the most qualified applicants based on a review of the qualifications that are over and above the minimum criteria set out in paragraph 4 above. Convoked applicants may be required to submit evidence of degrees, knowledge of languages and/or relevant experience prior to convocation. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

8. The written examination, to be held tentatively on **21 April 2010**, will consist of four papers:

(a) Translation into Russian of a general text in English (two and a half hours, morning of 21 April 2010). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers marked;

(b) Translation into Russian of one text chosen by the candidates from a total of four texts, one in each of the other official languages of the United Nations (Arabic, Chinese, French or Spanish) (one and a half hours, morning of 21 April 2010);

(c) Preparation of a summary in Russian of a text in English (one and a half hours, afternoon of 21 April 2010);

(d) Translation into Russian of one English text, to be chosen by the candidate from a total of three specialized texts (economic, legal, scientific/technical) (one and a half hours, afternoon of 21 April 2010).

9. The use of a dictionary or any other reference material will **not** be permitted during the examinations. In addition, cell phones and other electronic devices may not be brought into the examination room or used during the examination process.

10. On the basis of the results of each written examination, the Board of Examiners will invite selected candidates to a competency-based interview. The Board will interview each candidate to assess whether he or she possesses the competencies required for the position. Candidates may also be required to take some additional short tests at the time of the interview. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should **not** assume that they will automatically be offered an assignment. Successful candidates who receive an offer of appointment are strongly encouraged to accept it, as declining may affect their prospects of receiving a subsequent offer.

11. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. **The Board's recommendations are not subject to appeal.** The Board **does not** release individual scores/results.

12. Staff members selected to fill vacancies will be assigned as Russian-language translators/précis-writers for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels. During the trial period, following on-the-job training if necessary, successful candidates who are recruited as translators/précis-writers

should be prepared to use a computer workstation, including for keyboarding and digital dictation of their translations.

13. Successful candidates in translation assigned directly to duty stations away from Headquarters will normally be required to spend the first six months of their trial period in the translation service at Headquarters.

14. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. After two years of satisfactory service on a fixed-term appointment, the candidate will be considered for an appropriate, open-ended appointment. This means that the candidate will have to demonstrate within that time that he she possesses the requisite qualifications to serve as a career staff member of the United Nations in order to receive such appointment. Staff members who do not complete the trial period successfully will be reassigned to a post at their previous level and the special post allowance, if any, will be discontinued.

15. In accordance with the needs of the services/sections/units concerned, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

16. Staff members applying for the examination should complete the attached form and submit it together with a copy of the P.11 or PHP form and the essay, mentioned in paragraph 7 above, **no later than 5 March 2010**, to:

2010 Competitive Examination for Russian-language Translators
Précis-Writers
Examinations and Tests Section
Strategic Planning and Staffing Division
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, New York 10017
Fax No.: (212) 963 3683
E-mail: OHRM_exam@un.org

Applications may be sent by e-mail, facsimile or mail. To the extent possible, applicants are strongly encouraged to submit their applications early and, preferably, by e-mail or facsimile. Applications received after the aforementioned deadline will **not** be considered. Incomplete applications, including those without the essay, will **not** be considered either.

17. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, such staff members are requested to return their applications to the Strategic Planning and Staffing Division of the Office of Human Resources Management through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by **5 March 2010**, the deadline for receipt of applications in the Examinations and Tests Section.

Application (for staff members of the United Nations Secretariat only)

2010 competitive examinations for Russian-language translators/précis-writers

Index No. | | | | | | |

Last name | | | | | | | | | | | | | Category | | Level | |

First name | | | | | | | | | | | | | Male | | Female | |

Date of entry on duty Month | | Year | | | | |

Type of contract _____ Expiration date _____

Department/office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes | | Year | | | | | No | |

Have you taken another United Nations competitive examination? Yes | | Year | | | | | No | |

If yes, which examination(s) _____

What is your main language?[a] | | | | | | | | | | | | | | | | |

Please submit an up-to-date P.11 or personal history profile (PHP) form and attach it to this application. Describe your educational background and work experience (giving dates and length of time), in the area of translation, if any.

Applications submitted without a P.11 or PHP form or without the one-page essay in Russian mentioned in paragraph 7 will NOT be considered.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

I have read information circular ST/IC/2010/8 and I understand that, if I am successful in the 2010 competitive examination for Russian-language translators précis-writers and am recommended for inclusion in the roster, my assignment as a Russian-language translator précis-writer will be subject to my acceptance of the conditions of service indicated in paragraphs 3 and 12 to 15 of the circular.

Date _____ Signature _____

[a] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Russian as their main language must be supported by relevant documentation in their official status files.